CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 974.4

Job Title: **AQUATIC CENTER SUPERVISOR**

Pay Grade: 14

GENERAL SUMMARY:

Supervises the overall operation of an aquatic center. Schedules maintenance, coordinates social and athletic activities and supervises personnel.

RESPONSIBILITIES:

- Directs, administers, and supervises the overall operation and personnel for the aquatic center.
- Produces reports, statistical data and other required documentation submitted to Regional Aquatic Manager.
- Monitors daily operation of personnel and maintenance of pool.
- Provides site and program information on services.
- Assists Regional Aquatic Manager in the planning, organizing and coordinating of programs, and special events.
- Maintains good public relations with neighborhood participants and civic clubs.
- May perform lifeguard duties when necessary.

SPECIFICATIONS:

KNOWLEDGE:
Ability to read, write, add, subtract and follow oral and basic written instructions. May have a basic knowledge of grammar, spelling, and punctuation. May require a basic knowledge of a particular subject area.

Certification: Must obtain certification in lifeguard training with CPR/AED and First Aid courses from American Red Cross, American Lifeguard Association, Young Men's Christian Association (YMCA) or an organization that requires equivalent lifeguard training.

EXPERIENCE:
Requires four months of experience as a lifeguard or water safety instructor. Within three months of entry into classification, must complete Houston Parks & Recreation Department's Supervisor Training Workshop.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Lifeguard
Head Lifeguard
Aquatic Center Supervisor
Regional Aquatic Manager

Effective: October 1990
Revised Date: June 2014
Revised Date: May 2019
Revised Date: April 2025
Revised Date: April 2026